



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT COMMUNICATION SYSTEMS MANAGER

Class No. 006153

■ CLASSIFICATION PURPOSE

To manage and implement installation of microwave, electronic, computer, and other related communication equipment; to manage and coordinate the activities of the Sheriff's Wireless Services Division; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class in the Sheriff's Department, reporting to the Communication Systems Manager. The incumbent plans, coordinates, and directs the operating component of the radio and microwave telecommunications network programs that support law enforcement, local government, public safety, and trauma communication.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. At the direction of the Communication Systems Manager, manages the installation of microwave equipment in different outlying sites.
2. Reviews existing communication equipment to determine the needs to replace outdated and non-cost effective equipment.
3. Implements installation of state-of-the-art antenna and other related communication systems in support of public health and safety activities.
4. Determines the compatibility between appropriate hardware and software, and interfaces with computer company representatives.
5. Determines and implements peripheral modifications to computer systems in order to strengthen the diagnostic capability of microwave sites.
6. Coordinates and reviews new Countywide communication requirements, and recommends cost effective means of meeting requirements.
7. Inspects sites to determine and implement, when necessary, protective measures to ensure site safety and proper maintenance of equipment.
8. Establishes and coordinates implementation of an adequate automated inventory control system.
9. Manages, directs, and coordinates the activities of Microwave/Telephone System and Mobile Radio and Electronics Units.
10. Monitors, analyzes, and implements operating budget, and provides input for the preparation of the Program's budget.
11. Prepares technical records and reports, including correspondence to the Board of Supervisors.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- FCC rules and regulations as they apply to licensing, installation, and operation of public safety communication systems.

- Electronic and digital microwave security systems and equipment.
- Communication systems equipment analysis.
- Electronic safety measures and procedures.
- Public safety communication systems equipment installation and maintenance requirements.
- Communication site development requirements.
- Public personnel management and supervision.
- Telephonic interconnect systems and networks.
- Automated inventory control systems.
- Contract compliance.
- Governmental budget preparation.
- Computer system application and capabilities.
- Principles and techniques of wireless data systems applications.
- Principles, methods and techniques of project management for wireless systems development.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assign and coordinate installation, implementation, and maintenance of microwave/electronic communication networks.
- Identify and implement appropriate functional modifications to current communication networks.
- Substantiate and implement cost effectiveness of projects.
- Analyze and modify inventory systems.
- Read and interpret schematic diagrams.
- Prepare technical records and reports.
- Supervise and manage staff.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's Degree in Electronics Engineering with specialization in Radio Frequency theory, **AND** three (3) years of progressively responsible coordination and administration experience in the study, installation, implementation, and modification of electronics and microwave communication equipment; with at least one (1) year of which included supervisory experience in the implementation of Electronics and modification of electronics and microwave communications equipment.
2. One (1) year of experience equivalent to that of a Telecommunications Technician IV or a Sheriff's Communications Coordinator with the County of San Diego.

Note: Education and experience may substitute for one another on a year-for-year basis. Experience in a public agency and a FCC Radio/Telephone general license is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

Revised: December 29, 1999

Reviewed: Spring 2003

Reviewed: Spring 2004

Revised: February 9, 2005